**Sick Leave Email Application for School Teacher**

Date…

The Principal,

Institute Name…

Institute Address…

***Sub: Leave Letter due to pain in the stomach***

Respected Principal,

With due respect, it is stated that I am (name), working in your school as (Job position) of the (section/Class name). Unfortunately, I need to write this letter to intimate you that I am having pain in my stomach for two days. When inspected, it was found to be a stomach ulcer. The doctor has advised to take rest along with other precautionary measures. (show your actual cause)

On account of the stated reason, I need to fill my leave for two days starting from (date) to onward. I assure you that as soon as I will feel better, I will get back to the job and will complete my leftover tasks afterward.

I want you to grant my leave request and arrange some fixtures for the days stated. I’d like to thank the staff and the management to be so co-operative. Looking forward to your positive hearing and considerations.

Thanking you,

Name….

Job Designation…

Contact no…

Email….